**State Of Utah – Department of Workforce Services**

**Housing and Community Development Division**

**Olene Walker Housing Loan Fund**

**Additional Documentation Required Prior to Contract Execution**

Once the OWHLF Board has approved funding for your project, there may be additional conditions that may be required prior to actual funding and execution of a contract with HCDD. Within a week of the quarterly board meeting, award letters and copies of the *Conditional Project Commitment Agreements* (the *Agreement*) will be sent to all project developers/owners whose projects were approved for funding. The letter and the *Agreement* will specifically list those conditions that must be completed prior to actual funding, and the *Agreement* needs to be signed by the project owner and a copy returned to our office, along with the following items, unless already submitted with your original application:

1. **Non-profit organization -** please provide a copy of the IRS-issued 501(c)(3) letter (if not already submitted with the original application).
2. **Copy of the Articles of Incorporation** – this should specify your organization’s mission regarding the development and/or management of affordable housing.
3. **Legal name of the organization** – the name the organization is known by on all organizational documents, as this will be the name the HCDD contract is issued under.
4. **Tax ID number** – our office must have this number prior to contract execution or the release of any awarded OWHLF funds.
5. **CHDO Set-Aside Funds** – if your organization is a Community Housing Development Organization (CHDO), please indicate clearly what role your organization will have in the completion and operation of the project to qualify for specific funds set aside for CHDOs.
6. **Existing Entity** – please provide a current copy of your organization’s Certificate of Existence/Good Standing (this certificate can be obtained on-line through the Utah Department of Commerce’s Division of Corporations and Commercial Code at [www.corporations.utah.gov](http://www.corporations.utah.gov) )
7. **New Entity** – if you are a new organization applying for OWHLF funds, a state vendor number is required for processing payouts. Our office will facilitate obtaining this number if you will complete and submit the Attachment D form provided.

For further information and details, please review the OWHLF *2015-2016 Program Guidance & Rules*, which is available on-line at <http://jobs.utah.gov/housing/owhlf/reports>. If you have any questions or need additional assistance, please contact Daniel Herbert-Voss at 801-486-0042 or dhvoss@utah.gov to discuss.

A documentation checklist (Attachment E) is also provided for your convenience with a signature and date line.

**ATTACHMENT D**

**STATE VENDOR NUMBER REQUEST FORM**

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAX Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification of Organization:

 \_\_\_\_ Individual

 \_\_\_\_ Sole Proprietorship

 \_\_\_\_ Partnership

 \_\_\_\_ Limited Partnership

 \_\_\_\_ Corporation

 \_\_\_\_ Limited Liability Corporation

 \_\_\_\_ Trust

 \_\_\_\_ Foreign Organization

 \_\_\_\_ State Government Agency

 \_\_\_\_ Other Government Agency

 \_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

|  |
| --- |
| **REQUIRED DOCUMENTATION NEEDED PRIOR TO CONTRACT EXECUTION****OLENE WALKER HOUSING LOAN FUND****MULTIFAMILY RENTAL PROJECTS** |
|  |  |  |  |  |  |  |  |
| All of the following items are required to be submitted prior to contract execution. If an item is not applicable to your project, please indicate by checking the box under the “Check for ‘N/A’ or ‘No’” column. If the item is not applicable, please write “N/A” next to the box, and submit the completed information in a tabbed binder. |
|  |  |  |  |  |  |  |  |
|  | Documentation Item | Check for "Yes" | Check for "N/A" or “No” |
| 1 | Copy of IRS Section 510(c)(3) letter (for non-profit organizations) |  |   |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 2 | Articles of Incorporation |  |   |  |  |   |  |
|  |  |  |  |  |  |  |  |
| 3 | Legal name of the Project Owner: |  |
|  |  |  |  |  |  |  |  |
| 4 | Tax ID Number for Project Owner: |  |
|  |  |  |  |  |  |  |  |
| 5 | Are you using Community Housing Development Organization (CHDO) |  |   |  |  |  |  |
|  | funds? |  |   |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 6 | If an existing entity, please submit a statement from the State that you  |  |   |  |  |  |  |
|  | are in good standing. |  |   |  |  |  |  |
|  |   |  |  |  |  |  |  |
| A contract cannot be issued until HCDD receives the Tax ID number and the Articles of Incorporation. |
|  |  |  |  |  |  |  |  |
| **ADDITIONAL REQUIRED APPLICATION DOCUMENTATION –** **MULTIFAMILY RENTAL PROJECTS** |
|  |  |  |  |  |  |  |  |
| The following items were required to be submitted with your loan application. If the box is blank, the item was not submitted with the loan application, and your contract will not be issued until received. |
|  |  |  |  |  |  |  |  |
|  | Documentation Item | Check for "Yes" | Check for "N/A" or “No” |
| 1 | Disclosure to Seller with Voluntary Arm’s Length Purchase Offer letter signed  |  |   |  |  |  |  |
|  | by the seller or proof of delivery |  |  |  |  |  |  |
|  |  |  |   |  |  |  |  |
| 2 | Signed certification of delivery, General Information Notice to Tenants |  |   |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 3 | Copy of the rent roll as of the date of loan application |  |   |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 4 | If you are awarded Federal HOME funds, you need to provide a written |  |  |  |   |  |  |
|  | statement that indicates if the HOME units are fixed [specific unit(s) are  | Fixed |  Floating |
|  | designated as HOME unit(s)] or floating [none designated; can change]. |  |   |  |  |   |  |
|  |  |  |  |  |  |  |  |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_